



Incorporated Village of Ocean Beach

OPERATIONAL PLAN FOR EMPLOYEES

The purpose of this policy is to establish a plan in the event of a declared public health emergency involving a communicable disease. A communicable disease shall mean an illness caused by an infectious agent or its toxins that occurs through the direct or indirect transmission of the infectious agent or its products from an infected individual or via an animal, vector or the inanimate environment susceptible animal or human host.

IDENTIFICATION OF PERSONNEL:

ESSENTIAL: An essential employee is a designated employee that is required to work during a business closure in order to meet operational requirements. "An employee who is indispensable to the emergency service function of his or her employing agency or department and is required to assist the department or agency in meeting its operational needs. The following full-time positions have been deemed Essential:

- Clerk/Treasurer
- Deputy Clerk
- Deputy Treasurer
- Superintendent Public Works
- Maintenance Mechanic I, II & III
- Water
- Sewer
- EMT/Paramedic
- Police

ESSENTIAL WORK SHIFT – STAGGERING: This will be done in order to minimize overcrowding on transportation systems and at worksite.

Essential employee exposure plan – when necessary and available housing will be provided to personnel.

Work Assignments / Essential Personnel

Village personnel have generally been assigned "in-person" work shifts on alternating workdays with staff rotation, as needed. This shall continue until further notice. If you are not sure of

your day assignment, please contact your Department Head or the Village Clerk. Some of those assignments may include working from home, if practicable.

The Village is responsible for determining who is deemed essential personnel. Depending on the Village needs on any given day, that designation may change as well. Essential personnel will be required and directed to work “in-person” work shifts, as needed.

NON-ESSENTIAL:

The position is designated as a non-essential position and the employee’s presence at work during an emergency is not required to assist agency and/or division in meeting its operational needs. The employee is not required to report to work during an emergency. The following full-time positions have been deemed Non-Essential:

- Clerk
- Secretarial
- Dockmasters
- Recreation

***NON-ESSENTIAL personnel may be deemed ESSENTIAL for emergency purposes ***

NON-ESSENTIAL TELECOMMUTING: Telecommuting is working from a remote location outside of a traditional office. Non-essential employees will be given the opportunity to work via telecommute. Any staff unable to telecommute will be furloughed with benefits. The cap for telecommuting will be six (6) months after which staff will be furloughed with benefits.

PERSONAL PROTECTIVE EQUIPMENT: Any essential personnel permitted to work will be provided with the necessary personal protective equipment to prevent degradation and will have immediate access to same in the event an emergency declaration.

PPE

For all workers in the office, at a minimum, a face mask (meeting the criteria of CDC guidelines) must be donned in accordance with the attached New York State Department of Health Interim Guidance on Executive Order 202.16 Requiring Face Coverings for Public and Private Employees, dated April 14, 2020. We require that you always wear a face mask when inside the Village Office and any Village-owned facility.

For all essential businesses or entities, any employees who are present in the workplace shall be provided and shall wear face coverings when in direct contact with customers or members of the public. Businesses must provide, at their expense, such face coverings for their employees. This provision may be enforced by local governments or local law enforcement as if it were an order pursuant to section 12 or 12-b of the Public Health Law. This requirement shall be effective Wednesday, April 15 at 8 p.m.

Six-Foot Rule

Personnel and or occupied workstations shall be, at a minimum, six (6) feet apart or have a physical partition (six-foot rule). Multi-station work rooms shall not have more than 2 (two) employees at stations at any 1 (one) time.

Non-office personnel (coming in from the field to pick up or drop off paper work, etc.) must maintain the six-foot rule and follow all other requirements. Non-office personnel must not stay in the office longer than needed and no congregating in any area of the office or adjoining areas is allowed.

CLEANING PROTOCOLS:

DISINFECTION OF PERSONAL WORKSTATIONS:

Employees should perform daily disinfection of frequently touched surfaces, such as refrigerator door, coffee maker, sink handles, copier control panels, stamp machine control panel, and door handles (such as bathrooms and entrance doors).

The disinfection spray and or wipes will be available. Please use these sprays to disinfect your own workstations, contact surfaces and contents as frequently as possible, no less than once per day. Particularly keyboards, mice and any contents being brought into the office space. Please do not use another employee's phone, computer, workstation or other contents/belongings.

PERSONAL HYGIENE:

When at work, frequently practice proper hand hygiene and wash hands for 20 seconds with soap. The bathrooms are equipped with anti-microbial soap and hot/cold running water. Also, >60% alcohol-based hand sanitizer bottles are available at various locations in the Village work areas.

TEMPERATURE CHECKS:

No contact thermometer will be provided for each department. Each employee will be scanned twice a day for a temperature. A temperature reading at or above 100°F is considered a possible risk of exposure. In the event a temperature is present the employee will immediately be sent home and asked to quarantine for 14 days. Negative testing will be required in order to return to work.

EXPOSURE:

In the event an employee is exposed or diagnosed with a known case of communicable disease that is the subject of a public health emergency or exhibits symptoms of the disease, in order to prevent spread or contraction of such disease in the workplace the Inc. Village of Ocean Beach will immediately Isolate,

COMPLAINTS/VIOLATIONS:

The following procedure will be followed in the event there is a report of a violation.

Complaints will be received/filed via email at: info@villageofoceanbeach.org or may be faxed to: (631)583-7597. Complaints will be reviewed by the Clerk/Treasurer and passed along to the Board of Trustees for input and resolution. All complaints will be addressed within five (5) business days.

WEBPAGE NOTIFICATIONS/UPDATES: Any new Executive Orders or notices will be posted to the village website at: www.villageofoceanbeach.org

IN CASES OF EXPOSURE & SICKNESS:

It is suspected that the virus spreads most when an individual is symptomatic. Sick individuals are also at particularly at high risk for infection. Therefore, for your safety and the safety of your co-workers please stay home if you are sick. As always, please provide your Department Head with as much notice as possible. Please reference the attached CDC publication entitled Symptoms of Coronavirus, dated April 28, 2020. The latest CDC recommendations for exposure, quarantine (isolation) and illness will be followed by all village employees according to the guidelines and protocols for any particular communicable disease(s) at such time.

Village Office Access

The Village Office will be closed to visitors/residents during heightened periods of infection. Disinfect any delivered packages as deemed necessary.

Please employ common sense and play your part of preventing the spread of the virus and creating a safe environment for you and your co-workers.

Guidance for: All Incorporated Village of Ocean Beach Employees

- Face coverings include, but are not limited to, cloth (e.g. homemade sewn, quick cut, bandana), surgical masks, N-95 respirators, and face shields.
- Direct interaction with the public shall be determined by the employer, but, at a minimum, shall include any employee who is routinely within close contact (i.e. six feet or less) with members of the public, including but not limited to other employees, customers or clients.
- When in public, all employees are required to wear a face covering.
- When in the office or workshop a mask must be worn if the employees cannot maintain 6' minimum distance from other employees.

ANTIBODY/VIRUS TESTING:

- When requested Village employees will be required to go for virus/antibody testing. Each employee can go for testing during working hours or they can call into the Village for hourly payroll reimbursement. Additionally, you will be reimbursed by the Village for any out-of-pocket expenses. Please keep all your receipts and submit all copies to the Village office.
- All non-paid employees (Fireman and EMS) can go to the clinic and submit a voucher to the Village for reimbursement.